



2010 FALL Internship Application

(late August – early December)

Thank you for your interest in internship opportunities with the Columbian Park Zoo. Internships are available to current college/university students and recent graduates. Internships are unpaid, but provide numerous non-monetary rewards. Fall internships require a minimum commitment of 15 hours per week, and those with greater availability are encouraged to apply. A minimum 12-week commitment is required. **The deadline for submitting the fall internship application is April 30, 2010.**

Personal Information

Name:	_____	_____	_____
	First	Middle Initial	Last
Current Address:	_____		
	Number, Street, Apt.		
	_____	_____	_____
	City	State	Zip
Permanent Address: (if different than above)	_____		
	Number, Street, Apt.		
	_____	_____	_____
	City	State	Zip
Telephone:	(_____) _____ - _____	Alternate Number:	(_____) _____ - _____
E-Mail:	_____		

Educational Background

Institution Attending:	_____	GPA: _____
		<i>Minimum 2.50 required</i>
Major field of Study:	_____	Current year in college: _____
		<i>Fr, So, Jr, Sr, Grad</i>
Please briefly describe your career goals: _____		

Area of Interest

Please rank the followings in order of interest. (1= most interest, 6= least interest)

- | | | |
|--|--|------------------------------------|
| <input type="checkbox"/> General Exotic Animal Care (variety of species) | <input type="checkbox"/> Americas/Australia Exhibits | <input type="checkbox"/> Education |
| <input type="checkbox"/> Small Mammals/Reptiles/Amphibians | <input type="checkbox"/> Landscape/Horticulture | <input type="checkbox"/> Marketing |
| <input type="checkbox"/> Family Farm | | |

Availability

Available start date (*on or before Aug. 30*) _____

Desired end date (*on or after Dec. 4*) _____

Are you able to commit to the full internship period?

☐ Yes

☐ No

Are you able to work on weekends and holidays?

☐ Yes

☐ No

Are you applying with full-time availability (*40 hrs/week*)?

☐ Yes

☐ No

If not available full time, how many hours per week can you commit to the program? (*Minimum 15 hours/week*) _____

** Please use the schedule sheet to clearly indicate your weekly availability*

Please list any days/times that you will not be available: _____

Goals

Please describe what you hope to gain from an internship with the Columbian Park Zoo:

Please indicate any previous work, volunteer, or internship experience as it relates to your selected area of interest:

Are you applying for school credit if selected for this internship?

☐ Yes

☐ No

Emergency Contact Information

Name: _____ Relationship: _____ Phone: (____) ____ - _____

Name: _____ Relationship: _____ Phone: (____) ____ - _____

Office Use Only Section:

Date received: _____
(mm/dd/yyyy)

Have a scheduled interview?

☐ Yes

☐ No

All materials received?

☐ Yes

☐ No

Accepted into program?

☐ Yes

☐ No

Conditions

I agree to advise the Zoo in writing of any physical limitations which could affect or be affected by any internship activities I assume. I understand it is my responsibility to provide this information and I release the Zoo from any liability for injuries or illnesses which result from my failure to advise the Zoo in writing of any such limitations.

I agree and understand that as an intern, the Zoo is not obligated to provide me any payment or benefit for my services. I also agree to release the Lafayette City Board of Parks and Recreation, its employees and agents (collectively the Zoo) from any liability in the event I am injured or suffer damage as a result of my internship activities at the Zoo. I agree not to pursue any claim or initiate any action against the Zoo in the event I am injured or suffer damage as a result of the negligence of the Zoo. I understand and agree that this is an express assumption of risk and this release and waiver is made on my own behalf and on behalf of my heirs, executors, representatives and assigns.

I understand that the Zoo may require alcohol, drug and substance abuse screening, and I consent to such an examination and authorize the release of the results of such an examination to the Zoo.

I hereby authorize a law enforcement background check and investigation of all statements in this application and request any company, institution, or persons, including police agencies, contacted as part of this investigation to provide any and all pertinent information. To assure their cooperation, I hereby release them from all liability for any damage that may result from furnishing this information to the Zoo.

All information provided herein is true, correct and complete.

Applicant Signature: _____

Date: _____

Please Note: A separate background check form will be required for completion during the application process. This form will be provided by Columbian Park Zoo.

To submit your internship application:

Please attach:

1. A cover letter explaining why you are applying for an internship at the Columbian Park Zoo
2. Resume
3. Two letters of recommendation
4. A copy of your current college transcript
5. A schedule of availability (use form attached)

Send to:

Internship Program
Columbian Park Zoo
1915 Scott Street
Lafayette, IN 47904

All materials must be included at the time of submission. Incomplete applications will not be considered.

Columbian Park Zoo

Fall Internship Availability Schedule

Name: _____

Semester: _____ Fall 2010 _____

Please indicate all blocks of time you are available to work. Consider travel time to and from the Zoo. Shifts 3 hours in length or more are preferred.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am							
8:30							
9am							
9:30							
10am							
10:30							
11am							
11:30							
Noon							
12:30							
1pm							
1:30							
2pm							
2:30							
3pm							
3:30							
4pm							
4:30							
5pm							